



JOB DESCRIPTION

Title: **BUILDING ATTENDANT P/T**
Department: Heritage Center
Class Code: 9471
FLSA Status: Non-Exempt
Effective Date: May 1, 1997 (Revised 01/2005)
Grade Number: P-2

GENERAL PURPOSE

Under general supervision from the Heritage Director, attends to the use of the Heritage center during non-regular operating hours for use by senior groups, civic organizations and similar activities.

EXAMPLE OF DUTIES

- *-- Unlocks and prepares the Center for use by the group; does not have to do custodial work.
- *-- Makes contact with the group's coordinator to assist with their use of the facilities.
- *-- Assures that Center furnishings and equipment are properly used; attends to the security of the facilities; properly handles accidents, injuries and other emergencies as they arise.
- *-- Attends to proper locking-up duties.
- *-- Responsible for, and assisting the groups, in observing health and safety procedures and all city, county, state and federal policies and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or the equivalent.

Special Requirements

- None

Necessary Knowledge, Skills and Abilities

- Some knowledge of supervision; some knowledge of building operations.
- Ability to establish and maintain effective working relationships with the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

WORK ENVIRONMENT

- This position requires light physical effort. It includes frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping, reaching and/or lifting will be required. Considerable standing and walking is involved.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.